Oral Presenter Guide

2023 Western Division & Idaho Chapter AFS Annual Meeting at the Boise Center on the Grove in Boise, Idaho

Overview

Oral presentations will be given on May 9 -11, 2023. Please follow the directions below to ensure a successful presentation.

Presentation Design Requirements

- Presentations must be designed in a 16:9 aspect.
- Office 2013 defaults to this aspect.
   - If you need to change the aspect of your talk, go under the *Design* tab and click on the arrow next to *Slide Size* and choose *'16:9'*.

Designing presentations on a MAC:

- Presentations need to be designed in MS Office PowerPoint for MAC.
- No .pdf files will be accepted.
- If you have any questions please contact: AV@Idahoafs.org

Using Videos in Your Presentation:

- If your presentation includes video, please confirm with AV staff at the Media Center that there are no issues.
- All video files must be uploaded as a separate file from your PowerPoint presentation (**even if they are embedded in the presentation**).

Uploading Your Presentation File

Oral presenters must upload their electronic presentations (PowerPoint presentations) through the ICAFS Dropbox. A reminder, all video files must be uploaded as a separate file from your PowerPoint presentation (even if they are embedded in the presentation).

The link to the ICAFS Dropbox, the username and password information is below.   Presentations must be uploaded by **Friday, May 5, 2023 at 5:00 PM**.

PRESENTATION (and supporting files) *NAMING*: all uploaded file names need to include the name of the PRESENTER

EX: MAMERvietagretention2023.ppt along with MAMERvietagretention2023.avi

Use the following link to upload you powerpoint:
https://www.dropbox.com/request/R02jgwFElOStCNKbLGva

Please log out of any personal Dropbox account before logging into the ICAFS Dropbox account.

Presenters can preview their presentations at the annual meeting by visiting the media center which will be located adjacent to the registration table.   The media center hours will be:

Monday, May 8	2:00 PM – 5:00 PM
Tuesday, May 9	7:00 AM – 4:00 PM
Wednesday, May 10	7:00 AM – 4:00 PM
Thursday, May 11	7:00 AM – 9:00 AM

Presentation Length

All general session presentations are 20 minutes. Three things happen during this time period: the speaker introduction by the moderator (1 minute), the presentation (15-16 minutes), and the question and answer period (3-4 minutes).

Presenters will not be allowed to go over the 20-minute time limit. Since it is essential that we maintain the meeting schedule and keep the concurrent sessions synchronized all presentations must start and end on time with no exceptions. The moderator will notify you at 15 minutes. You will be asked to leave the podium at 20 minutes!

Coordinating with the Moderator

A moderator will conduct each session. Please provide your moderator with a brief, one-paragraph biography that the moderator can use to introduce you. The biography should include: current position, organization, educational background, interests, and any other pertinent information.

Presentation Guidelines

You will be speaking from a podium-mounted computer and microphone. You are encouraged to familiarize yourself with the computer, microphone, and laser-pointer **prior** to giving your presentation. Please meet with your moderator at the break preceding your presentation for instructions, if not sooner.

Oral presentations should generally contain the following elements: introduction, objectives, methods, results, and conclusions/implications. Make sure to clearly state your objectives. Avoid unnecessary detail in the methods unless the methodology is the central topic of your talk. Primarily discuss the results and conclusions/implications. The conclusions/implications should relate back to the objectives.

Oral Presentation Contact

Presenters who need more information or assistance should contact the following:

Oral Presentations (topic, content or session related):
Program Co-chairs: Darcy McCarrick (darcy.mccarrick@idfg.idaho.gov) or Julie Carter (jcarter@azgfd.gov)

Oral Presentations (AV design & uploading questions):
Kristi Stevenson (AV@idahoafs.org)